

# BSB41515 Certificate IV in Project Management Practice



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RTO No 40467

Course Brochure



## BSB41515 Certificate IV in Project Management

### Course Overview

This qualification is suitable for autonomous individuals who identify and apply project management skills and knowledge in a wide variety of contexts. Job titles for these roles may include contracts officers, project administrators, quality officers and small business operators.

Individuals in these roles might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

### Career Opportunities

- Contracts officer
- Project administrator
- Project analyst
- Project assistant
- Project coordinator
- Project officer
- Project records officer
- Project support
- Project team member
- Quality officer

### Modes of Delivery

- Face to face in the workplace
- Correspondence in a self-paced model (using text-based resources in a self-paced model and supported by our dedicated trainers)
- Online (supported by our dedicated trainers).
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).

### Key Outcomes

- Contribute to the control of a project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.
- Assist with project scheduling activities, apply and monitor the agreed project schedule, and evaluate the effectiveness of time management for the project.
- Enhance project outcomes by contributing to quality planning, applying quality policies and procedures, and contributing to continuous improvement in projects.
- Assist in producing a project budget, to monitor project expenditure and contribute to cost finalisation processes.
- Assist with aspects of risk management in a project. It specifically involves planning for, controlling and reviewing risks associated with the project, and assisting in this process where required.
- Assist with procurement for a project., involving identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.
- Assist in managing stakeholder relationships during a project. It involves ensuring timely and appropriate involvement of key individuals, organisations and groups throughout the project.
- Implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.
- Knowledge of processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools.





Further detailed information on your course, fees and charges, relevant student policies and procedures and to view the student handbook, please visit our website at [www.dynamiclearningservices.com.au](http://www.dynamiclearningservices.com.au) or contact Dynamic Learning Services on 02 4365 0040.



There are 9 units in the BSB41515 Certificate IV in Project management Practice. These are divided into 3 core units and 6 electives units..

The units in the Dynamic Learning Services program are listed below:

#### **Core Units**

- BSBPMG409 Apply project scope management techniques
- BSBPMG410 Apply project time management techniques
- BSBPMG411 Apply project quality management techniques

#### **Elective Units**

- BSBPMG412 Apply project cost management techniques
- BSBPMG415 Apply project risk management techniques
- BSBPMG416 Apply project procurement procedures
- BSBPMG418 Apply project stakeholder engagement techniques
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- MSAENV472 Implement and monitor environmentally sustainable work practices

#### **Assessment**

The assessment in this qualification involves a variety of workbook activities, practical tasks and project work. Participants will be supported by their trainer throughout their journey.

#### **Entry Requirements**

There are no pre-requisite entry requirements for this course of study. Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.

#### **Volume of Learning**

Learners should expect a duration between 6 and 24 months to meet the requirements of BSB41515 Certificate IV in Project Management Practice, which is consistent with the AQF volume of learning indicators for a Certificate IV qualification.

Decisions about the duration of this qualification take into account the candidates' likelihood of successfully achieving the learning outcomes and ensure that the integrity of the qualification's outcomes are maintained.

#### **Pathways**

Qualifications that may be considered after successful completion include:

- BSB51415 Diploma of Project Management

# Smart and Skilled

This training is subsidised by the NSW Government

Further detailed information on Smart and Skilled in relation to your eligibility, fees and consumer protection visit :

<https://smartandskilled.nsw.gov.au/for-students>

or talk to one of our friendly consultants who can answer all your questions on 43650040



## About Smart and Skilled

Smart and Skilled is a New South Wales (NSW) government funding incentive for those wanting to gain new skills needed to find a job or advance their careers.

As course costs are an important factor when deciding to undertake a study

Smart and Skilled provides eligible students with:

- an entitlement to government-subsidised training up to and including Certificate III
- government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

### Are you eligible for Smart and Skilled training?

Are you:

- 15 years old or over?
- No longer at school?
- Living or working in NSW?
- An Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen?

If you answered 'Yes' to all four questions, then you may be eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider and registered training organisation, like DLS.

### Fees

1st Qualification \$1,580

2nd Qualification \$1,850

Eligible concession card holders \$240

Traineeships are fee free <https://vet.nsw.gov.au/choosing-vet/fee-free-traineeships>

For information on other States funding initiatives, requirements and fees please visit our website [www.dynamiclearningervices.com.au](http://www.dynamiclearningervices.com.au)